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Adm - 13.6

DD/S&T-3545-69

9 SEP 1969

MEMORANDUM FOR: Director of Special Activities
 Director of Research and Development
 Director of ELINT
 Director of Scientific Intelligence
 Director of Computer Services
 Director of Foreign Missile and Space
 Analysis Center
 Director of Special Projects

SUBJECT: Quarterly Review/Forecast - Second
 Quarter, FY 1970

1. Quarterly Reviews of the Office Status of Funds
 and forecasts of Second Quarter FY 1970 contract actions
 have been scheduled as follows:

| | | |
|-------|-------------------|-------------|
| OCS | 30 September 1969 | 1100 - 1145 |
| OSP | 1 October 1969 | 1030 - 1130 |
| OEL | 1 October 1969 | 1500 - 1600 |
| ORD | 2 October 1969 | 1100 - 1230 |
| OSI | 2 October 1969 | 1430 - 1500 |
| FMSAC | 3 October 1969 | 1430 - 1500 |
| OSA | 3 October 1969 | 1500 - 1545 |

2. All reviews are scheduled to be held in the
 DD/S&T Management Information Center, Room 6E6103.

3. Because of the severe demands on Mr. Duckett's
 time, we request that Office presentations be kept to the
 scheduled duration. In addition, we recommend that you
 forecast the second quarter contract actions by project
 totals rather than by each individual contract. Each
 project should be discussed in terms of major tasks to be
 accomplished with only certain contracts high-lighted
 because of their significance, cost, priority, risk or
 other factor of special interest.

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 Directorate of
 Science and Technology

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SUBJECT: Quarterly Review/Forecast - Second Quarter
FY 1970

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Cy 9 - O&L/Ha [redacted]

Cy 10 - PMSAC, [redacted]

Cys 11 & 12 - DD/S&T Registry

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